

Guidelines for MCA Practical / VIVA Examination (w.e.f. June 2018)

1. Duty Norms

GTU Coordinator	1 Per session	
Laboratory Experts	1 Per 30 students	
Internal Examiner	1 Per 60 students	
External Examiners	As per GTU orders	
Electrician	1 Per session	
Peon	1 Peons per session	

PS: Internalexamineristobedecidedbyaninstitute. He/she should be the person who had not taught practical in current semester.

2. Payments

- TA,DAandExam remunerationto an examineristobepaidbyan exam center as per GTU norms (refer GTU website).Exam advance payment willbemadeavailabletoexam centerbefore commencementofpracticalexam by GTU

3. External Examiner

- Refer to GTU Portal for exam schedule/timing.
- Report exam center 30 minute prior to exam start time
- Make sure that practical papers are destroyed at the end of exam (Hard copy or softcopy) before leaving the exam center
- In the case of unavailability, report to parent institute with replacement well in advance
- In the case of any query related to question paper, report to GTU MCA Exam section
- At the end of Exam, papers sent via email must be destroyed from respective email boxes
- Conduct exam as per norms
- Do not accept duty if own/relatives son/daughter is appearing in the exam (respective semester)

4. GTU Coordinator is responsible for

- Allocate students as per norms
- Submit Video recording of practical exam similar to theory exam.
- Collect sealed cover containing final mark sheet and other content as per GTU norms for submission to GTU
- Get Video recording of practical exam similar to theory exam and verify the content clarity, get CD prepared and put a verification sign on it.

5. Institute Head/HOD is responsible for

- To make sure that correct subject expert data are filled up on GTU Web portal.
- Provide privacy for marks entry to external examiners and do not interfere in exam work
- Provide proper setup i.e. required tools are installed and working prior to exam as per syllabus
- Internet is to be made available as per need after consulting external examiners
- To make sure that no data is available in network and USB access is disabled on PCs in Lab.
- To make sure that only the authorized persons are permitted to enter in the exam center (restricted entry).
- To get ready - individual exam login for each student and provide it to individual student at the exam start time.
- To take necessary care if your students exam is going to be conducted at other center. Provide project group details/ latest subject wise count (if needed) to exam center at least before 6 working days from the date of exam in order to help the exam center authority to arrange multiple institute students perfectly for smooth conduct of exam
- If your students exam is going to be conducted at other center, provide details of any specific setup requirements for elective subjects, if needed for your students. Also verify the functioning /working of setup before two working days prior to start of exam to avoid last moment issues

6. Internal examiner is responsible for

- Take Attendance and mark present / absent
- Make sure that all student data is collected for CD copy
- Sign Hall ticket
- Maintain decorum of exam

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I/C Controller of Examination